

Memo to: All UH-Downtown/PS Holders
From: Dr. Loren J. Blanchard, President
Subject: Affirmative Action Policy

UH-Downtown/PS 02.A.20
Issue No. 7
Effective date: 02/17/2023
Page 1 of 2

1. PURPOSE

The purpose of this policy statement is to comply with all federal and state regulations, as well as the University of Houston System Administrative Memorandum [01.D.04, Affirmative Action Policy](#), on all matters related to affirmative action.

2. DEFINITIONS

- 2.1 Affirmative Action: The set of public policies and initiatives designed to correct underutilization of qualified minorities, women, persons with disabilities, and covered veterans, in the workplace. Protected classes include, but are not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and veteran status.
- 2.2 Affirmative Action Program: A detailed workforce program designed to ensure equal employment opportunity, through training, outreach and steps to recruit, hire, train, promote, and retain qualified personnel, including all protected classes at all levels of the University.

3. POLICY

- 3.1 The University of Houston-Downtown is committed to the development, implementation, and administration of a comprehensive affirmative action program that meets all federal and state laws and regulations specifying affirmative action and/or nondiscrimination in employment.
- 3.2 This program applies to all phases of employment, including but not limited to recruitment, hiring, placement, reclassification, promotion, demotion or transfer, layoff, reduction in force, termination, compensation, training, benefits, pay, non-cash compensation, total compensation, status, education and other assistance, and benefits programs.
- 3.3 This policy applies to all employees and employment applicants regardless of position or source of position funding. It is the responsibility of all persons making employment decisions to support this policy.

4. PROCEDURES

- 4.1 The Title IX/Equal Opportunity Office, in collaboration with the Office of Human Resources (HR), will ensure that a comprehensive Affirmative Action Plan (AAP) for the University faculty and staff is developed on an annual basis.

- 4.1.1 The AAP will include documentation of the recruitment channels utilized in order to ensure that protected classes are provided equal opportunity in the application process for employment.
- 4.1.2 The University's AAP will also include procedures for monitoring and documenting employment decisions which are based on applicant qualifications, and not on subjective or otherwise unrelated criteria.
- 4.2 The Title IX/Equal Opportunity Officer or designee will attend the first meeting of all faculty and staff Search and/or Screening Committees to advise them of their responsibility to conduct themselves in compliance with this policy and the related [Equal Opportunity Policy](#).

5. REVIEW PROCESS

Responsible Party: Title IX/Equal Opportunity Officer

Review: Every three years on or before September 1st.

Signed original on file in the Office of Human Resources.

6. POLICY HISTORY

Issue #1: 08/15/03

Issue #2: 09/20/06

Issue #3: 10/15/07

Issue #4: 11/05/10

Issue #5: 07/09/15

Issue #6: 05/17/19

7. REFERENCES

[SAM 01.D.04, Affirmative Action Policy](#)

[Executive Order No. 11246, Equal Employment Opportunity, as amended](#)

[41 CFR 60-2, Affirmative Action Programs](#)

[41 CFR Part 60-741, Affirmative Action and Nondiscrimination Obligations of Contractors and Subcontractors Regarding Individuals with Disabilities](#)

[29 USC §793, Rehabilitation Act of 1973](#)

[38 USC § 4212, Vietnam Era Veterans' Readjustment Assistance Act](#)